

This outline has been developed to illustrate the format of a typical Project Concept Report. The lists of subheadings are not complete, but are used most common. A more complex project may require more subheadings while a less complex project may require fewer.

**Cover Page**

**Certification Page**

**Table of Contents**

- Sections
- Appendices (i.e. Appendix A Scoping Report)
- List of Tables (i.e. traffic data)
- List of Figures (i.e. photos)
- List of Exhibits (i.e. typical sections, location map, etc.)

**I. Executive Summary**

- A. Project Description
- B. Project Schedule
- C. Purpose of Project
- D. Need for Project
- E. Scope of Work
- F. Alternatives
- G. Comments from the Draft PCR
- H. Public Concerns / Need for Public Input
- I. Executive Decisions

**II. Purpose and Need**

- A. Purpose of the Proposed Action (who proposes to do what and where); for example, the NDDOT proposes to reconstruct the roadway from RP \_\_\_\_ to RP \_\_\_\_\_. The purpose of the project is to improve roadway deficiencies to meet current design standards/guidelines.
- B. Need for the Proposed Action (why are we here and why now); for example, the project is needed because of an inadequate roadway section that has deficiencies in the roadway width and clear zone.
- C. Existing Project Conditions (as applicable)
  - 1. Project Construction History
  - 2. Functional and Funding classification
  - 3. Geometry
  - 4. Typical Section
  - 5. Pavement Conditions
  - 6. Traffic Operations and Data
  - 7. 90-1 Survey

8. Drainage
9. Structures
10. Right of Way
11. Access Control
12. Lighting
13. Utilities
14. Parking
15. Railroad Crossings
16. Sidewalks, Multi-use Trails, and Shared-use Paths (ADA)
17. Transit Facilities

### **III. Alternatives**

- A. Description of the No-Build Alternative (Alternative A)
- B. Description of the Proposed Build Alternatives<sup>1</sup>
  1. Proposed Improvements Common to all Build Alternatives
    - a. Geometry
    - b. Typical Section
    - c. Traffic Operations
    - d. Drainage
    - e. Structures
    - f. Right of Way
    - g. Access Control
    - h. Lighting
    - i. Utilities
    - j. Parking
    - k. Railroad Crossings
    - l. Sidewalks, Multi-use Trails, and Shared-use Paths (ADA)
    - m. Landscaping
    - n. Transit Facilities
  2. Alternative B<sup>2</sup>
  3. Additional Alternatives
- C. Traffic Control Work Zone Safety and Mobility (when applicable)
- D. Work Zone Traffic Control
- E. Summary of Estimated Costs
- F. Maintenance responsibility discussion

### **IV. Environmental Impacts**

- A. Land Use
- B. Prime and Unique Farmlands
- C. Social
- D. Relocations

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<sup>1</sup> If there are proposed improvements common to all build alternatives there is no need to discuss them again for each individual build alternative.

<sup>2</sup> Discuss the proposed improvements unique to each build alternative.

- E. Economic
  - F. Pedestrians/ Bicyclists
  - G. Air Quality
  - H. Noise
  - I. Water Quality
  - J. Wetlands
  - K. Water body modification, wildlife, and invasive plant species
  - L. Floodplain
  - M. State Scenic River<sup>3</sup>
  - N. Threatened and Endangered Species
  - O. Cultural Resources
  - P. Hazardous Waste
  - Q. Visual
  - R. Energy
  - S. Trees
  - T. Temporary Construction (traffic control, phasing, detours, alternative routes, air, noise, and/or water quality impacts)
  - U. Low income and minority living areas
  - V. Section 4(f) and 6(f) involvement
- V. Environmental Commitments and Permitting**
- VI. Public Involvement**

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<sup>3</sup> The Little Missouri River is designated as a State Scenic River starting at the ND-SD border and terminating at its juncture with Lake Sakakawea. See Chapter 61-29 of the North Dakota Century Code for more information.